

# December 2018 v1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Normal DW refresh
2	3 <b>DW reports and/or CFS Production reports</b> Complete month-end data <b>SURCHARGES</b>  <b>LABOR:</b> Reverse November Month-End Estimate  Normal DW refresh	4 <b>LABOR: PROCESS</b> PP23  Normal DW refresh	5 <b>LABOR: POST</b> PP23 <b>SURCHARGES</b>  Normal DW refresh	6  Normal DW refresh	7 <b>GL:</b> Final Close November 2018  Normal DW refresh	8  Normal DW refresh
9	10  Normal DW refresh	11  Normal DW refresh	12  Normal DW refresh	13  Normal DW refresh	14  Normal DW refresh	15  Normal DW refresh
16	17 <b>LABOR: PROCESS</b> PP24  Normal DW refresh	18 <b>LABOR: POST</b> PP24 <b>SURCHARGES</b>  Normal DW refresh	19 <b>LABOR:</b> December Month-End Estimates <b>SURCHARGES</b>  <b>CA O/U:</b> Reversal Part C  Normal DW refresh	20  Normal DW refresh	21  Normal DW refresh	22  Normal DW refresh
23	24 <b>SLT &amp; DLCA:</b> To be approved for December are due to FMB by 4:00 pm ET  Normal DW refresh	25 <b>HOLIDAY</b>  Normal DW refresh	26 <b>DISBURSEMENTS:</b> Last Run for December  Normal DW refresh	27  Normal DW refresh	28 <b>LABOR:</b> Process/Post December NOAA Corps <b>SURCHARGES</b>  <b>SLT &amp; DLCA:</b> 12:00 Noon ET Final Approval  <b>CA:</b> December Month-End Surcharges Processed <b>prior to the "6 am ET"</b> closing  Normal DW refresh	29  Normal DW refresh
30	31 <b>CFS GL MONTH-END PRELIM CLOSING</b> 6:00 am ET Close AP, PR, PO WIP CA O/U Process  12:00 Noon ET Close BE, AR, ALLOC, GJ, GL  Normal DW refresh					

**Please note: December 2018 GL Closing will start on December 31, 2018 at 6:00 am ET**

**6 am ET Closing**

Tier ONE modules will be placed in **PRELIMINARY** close for the **December 2018 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

**Please note: AR is open for WIP only. No other AR transactions.**

**12 Noon ET Closing**

Tier TWO modules will be placed in **PRELIMINARY** close for the **December 2018 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- NOTE:** Month-End G/L closing process does NOT prohibit end users from entering BOPs.
- AP – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
- GJ – General Journal (GJs may be entered until 12 noon ET)
- GL – General Ledger